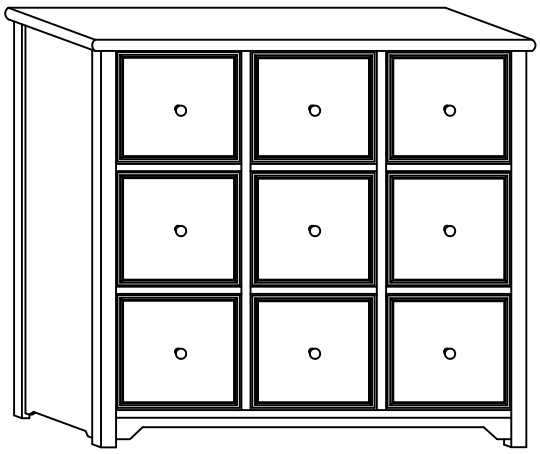
HOME
DECORATORS
COLLECTION

BF-21699 Oxford Collection 9 Drawer File Cabinet

INV#52200

ASSEMBLY INSTRUCTIONS

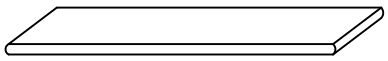
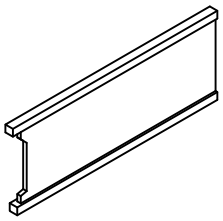
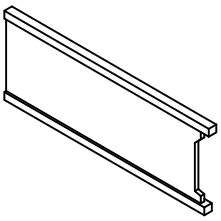
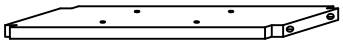
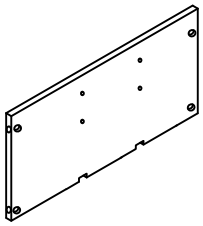
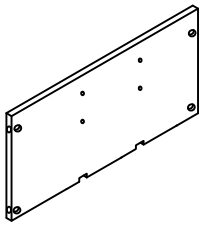
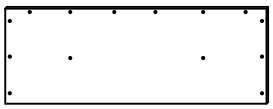
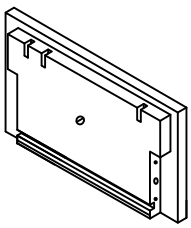
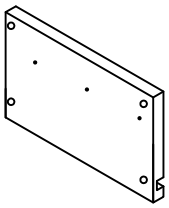
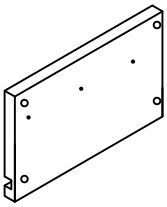
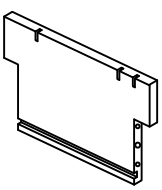
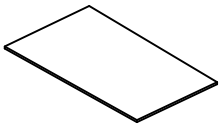
Made In China

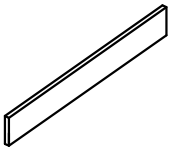
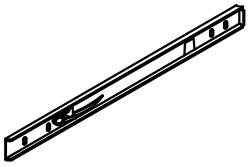
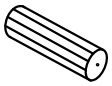
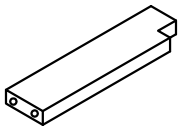
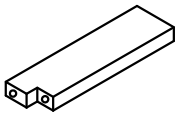
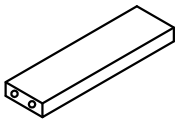
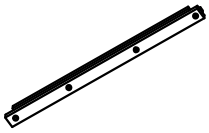
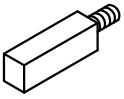


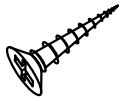
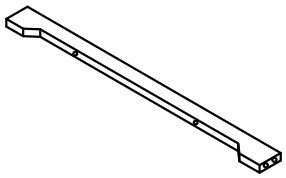
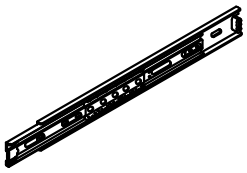
Thank you for purchasing this quality product. Be sure to check all packing material carefully for small parts, which may have came loose inside the carton during shipment. Count all parts and material hardware, then compare with parts list to be sure all parts are present. If any parts are missing or damaged, phone, fax, or mail to our Custormer service Department for efficient and speedy service. Please indicate the model number and code letter of part(s) needed.

IMPORTANT NOTE: Follow instructions listed below in proper sequence as numbered to assure fast, easy and correct assembly.

PARTS LIST

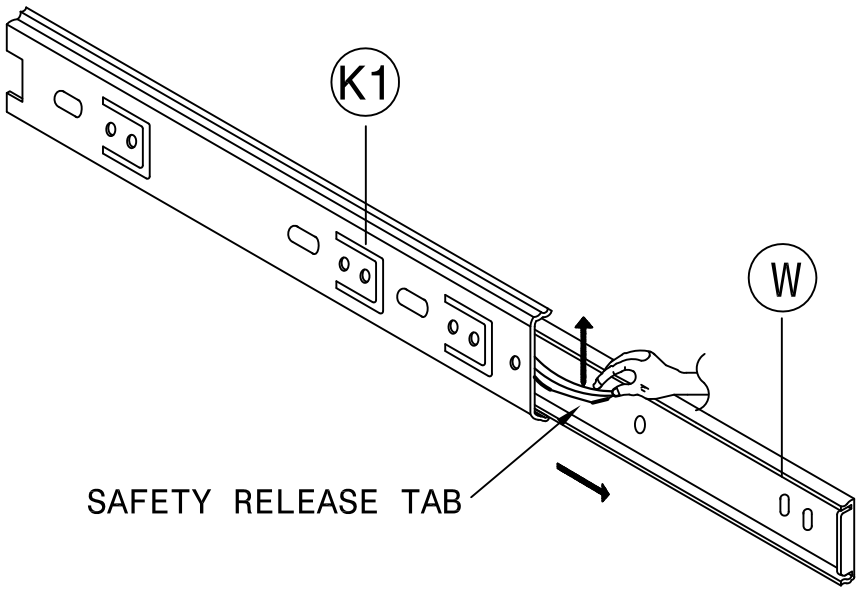
A  TOP PANEL-1PC	B  RIGHT SIDE PANEL-1PC	C  LEFT SIDE PANEL-1PC
D  BOTTOM PANEL-1PC	E  LEFT STAND PANEL-1PC	F  RIGHT STAND PANEL-1PC
G  BACK PANELS-2PCS	H  DRAWER PANEL FRONTS-9PCS	I  RIGHT DRAWER PANEL SIDES-9PCS
J  LEFT DRAWER PANEL SIDES-9PCS	K  DRAWER PANEL BACKS-9PCS	L  DRAWER PANEL BOTTOMS-9PCS

M CAM-LOCKS-28PCS	N CAM-BOLTS-28PCS	O 6mm × 1/2" SCREWS-34PCS
P 6mm × 1" SCREWS-72PCS	Q 6mm × 1" SCREWS-8PCS	R 8mm × 5/8" SCREWS-9PCS
S  FILE HANGERS-18PCS	T KNOBS-9PCS	U CAM-TOOL-1PC
V 6mm × 3/8" SCREWS-108PCS	W  INNER SLIDES-18PCS	X  DOWELS-52PCS
Y  RIGHT ACROSS PANELS-2PCS	Z  LEFT ACROSS PANELS-2PCS	A1  MIDDLE ACROSS PANELS-2PCS
B1  REAR PANEL GUIDES-2PCS	C1 BACK PANEL-1PC	D1  FEET-2PCS

E1 8mm × 1"  SCREWS-2PCS	F1  LOW PANEL-1PC	G1 prevent fall down HOOKS-2PCS
H1 prevent fall down 6mm × 1" SCREWS-2PCS	I1 prevent fall down GECKOS-2PCS	J1 prevent fall down 7mm × 7/8" SCREWS-2PCS
K1  OUTER SLIDES-18PCS		

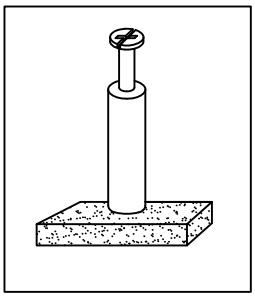
NOTE: THE SURFACE WITH THE STICKER IS THE BACK SIDE.

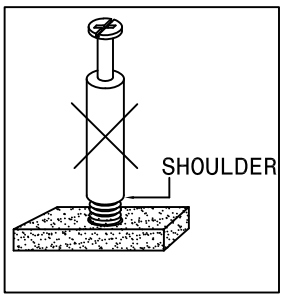
HOW TO SEPARATE GLIDES



PRIOR TO ASSEMBLY, WE SUGGEST SEPARATING THE INNER GLIDES FROM THE OUTER-GLIDES, SIMPLY PULL THE LEFT/RIGHT INNER GLIDES FROM THE OUTER GLIDES EXPOSING A SMALL BLACK SAFELY RELEASE TAB, BY PUSHING THE SAFETY RELEASE TAB. YOU WILL BE ABLE TO SEPARATE THE GLIDE

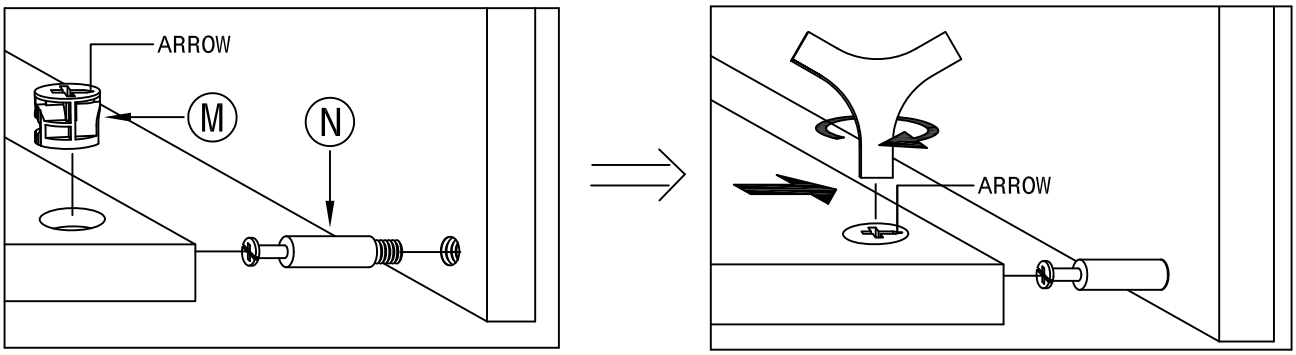
NOTE: • UPON OPENING THOROUGHLY CLEAN ALL WOODS SURFACES TO REMOVE DUST AND DIRT THAT MAY HAVE SETTLED ONTO FINISH DURING SHIPMENT. IN ORDER TO PREVENT DAMAGE DURING ASSEMBLY, PLEASE ASSEMBLE THIS ITEM WITH AT LEAST TWO PEOPLE.



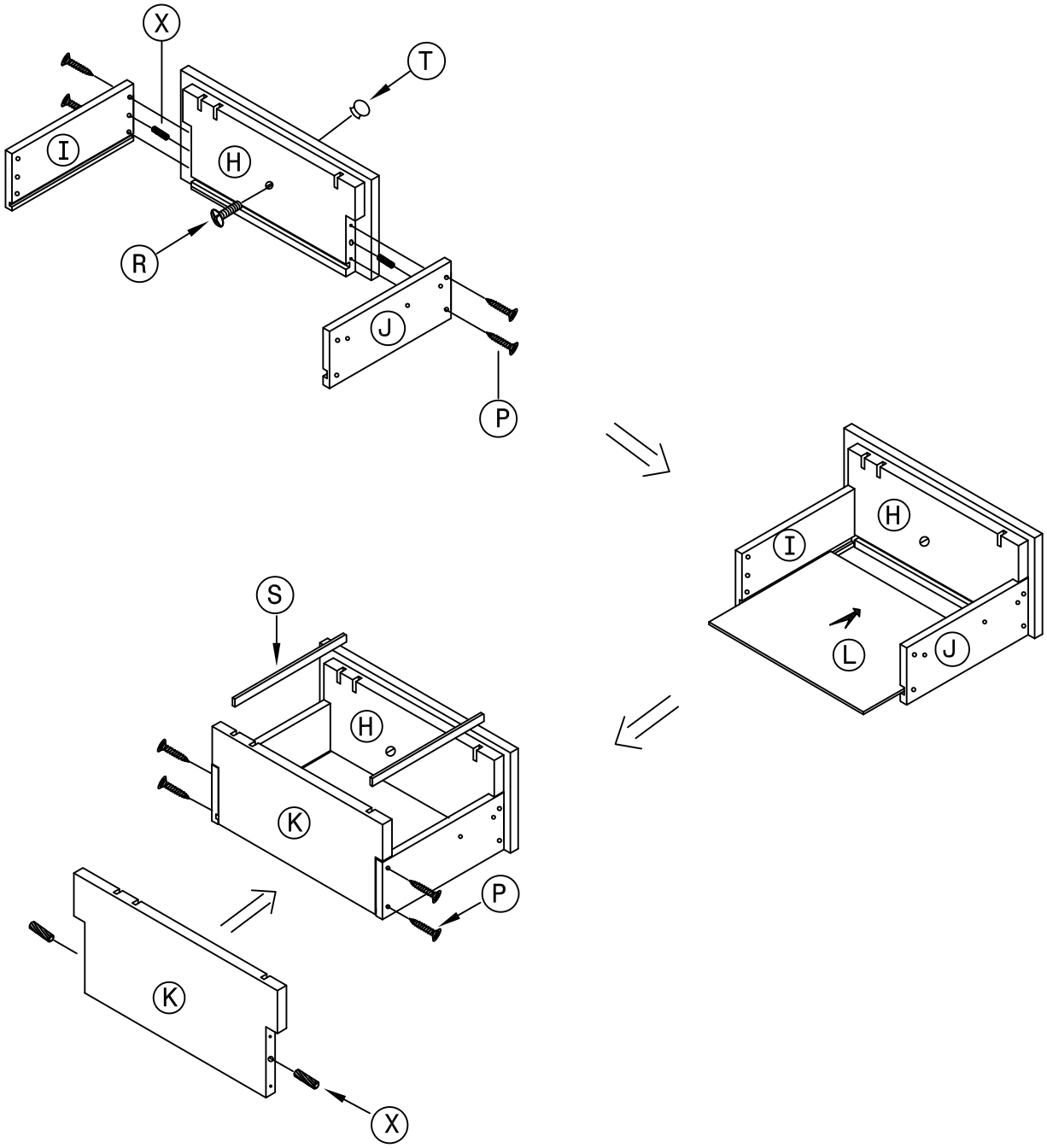


NOTE: TURN THE CAM-BOLT SCREWS UNTIL THEY ARE TIGHT, THE SHOULDER SHOULD BE AGAINST THE SURFACE OF THE PART.

HOW TO USE THE CAM-TOOL



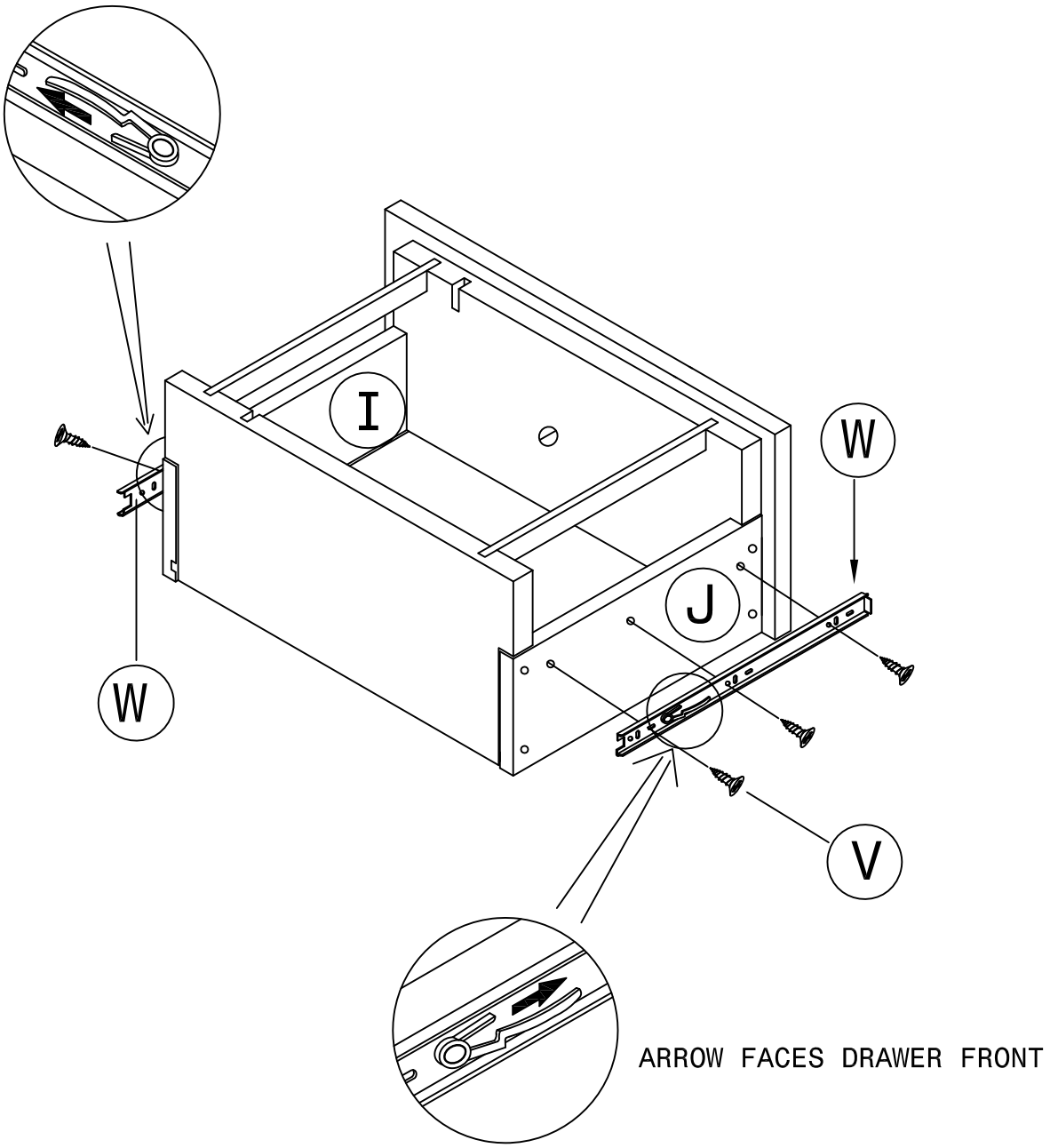
NOTE: • THE ARROWS ON THE HIDDEN CAM-LOCKS SHOULD POINT TO THE CAM-BOLTS



1). ASSEMBLE THE DRAWER.

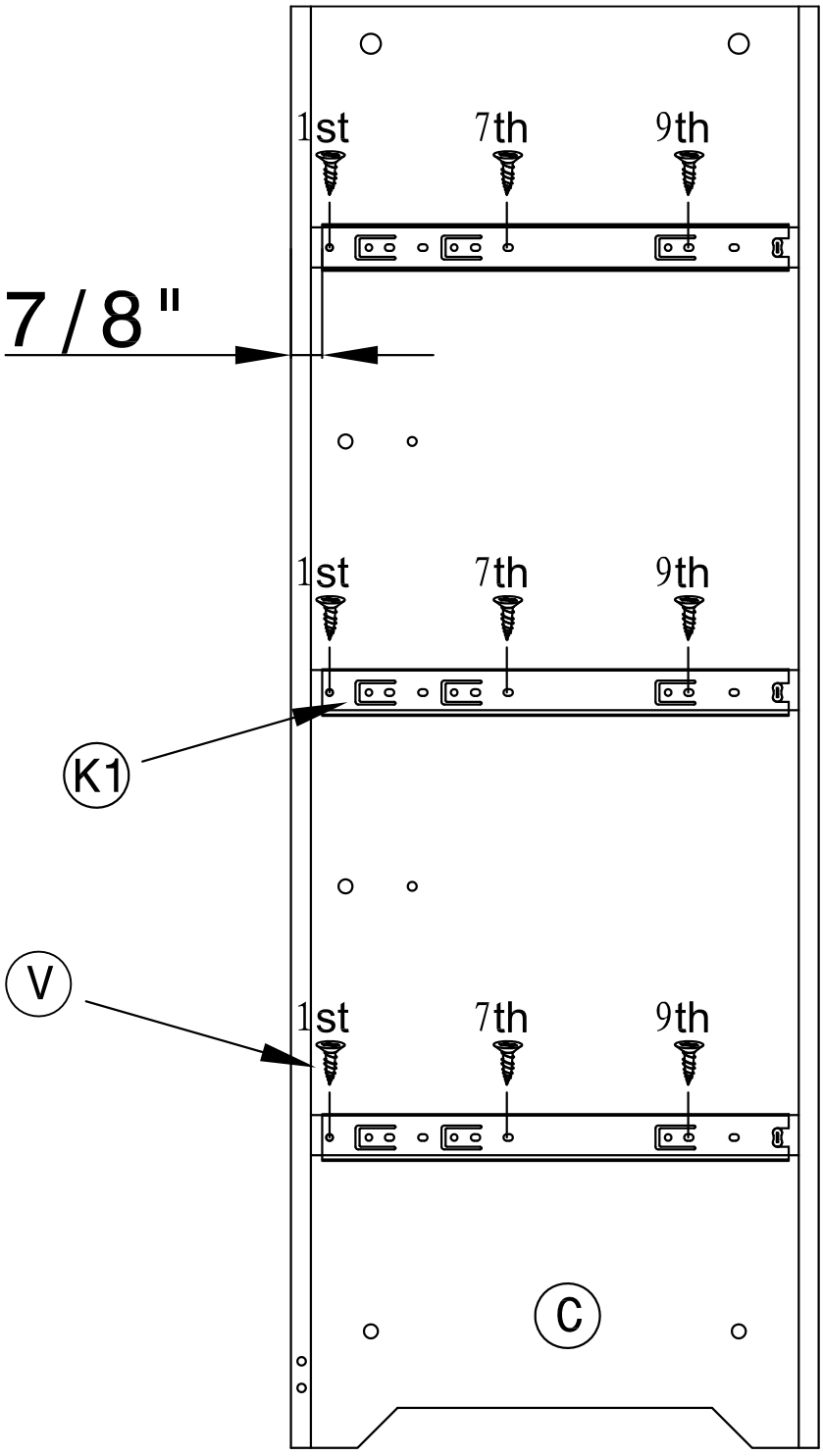
- INSERT A DOWELS(X) INTO THE HOLES IN THE PANEL(H) AND ATTACH SIDE PANEL(I/J) USING 4 SCREWS(P).
- ATTACH A KNOB(T) TO DRAWER PANEL FRONT(H) USING A SCREW(R).
- INSERT DRAWER PANEL BOTTOM(L) INTO THE SLOT IN THE DRAWER PANEL SIDE(I/J).
- INSERT THE DOWELS(X) INTO THE HOLES IN THE BACK DRAWER PANEL(K) AND ATTACH USING 8 SCREWS(P).
- INSERT THE FILE HANGER(S) INTO THE CUT-OUT OF THE FRONT & BACK DRAWER PANELS(H/K).

ARROW FACES DRAWER FRONT



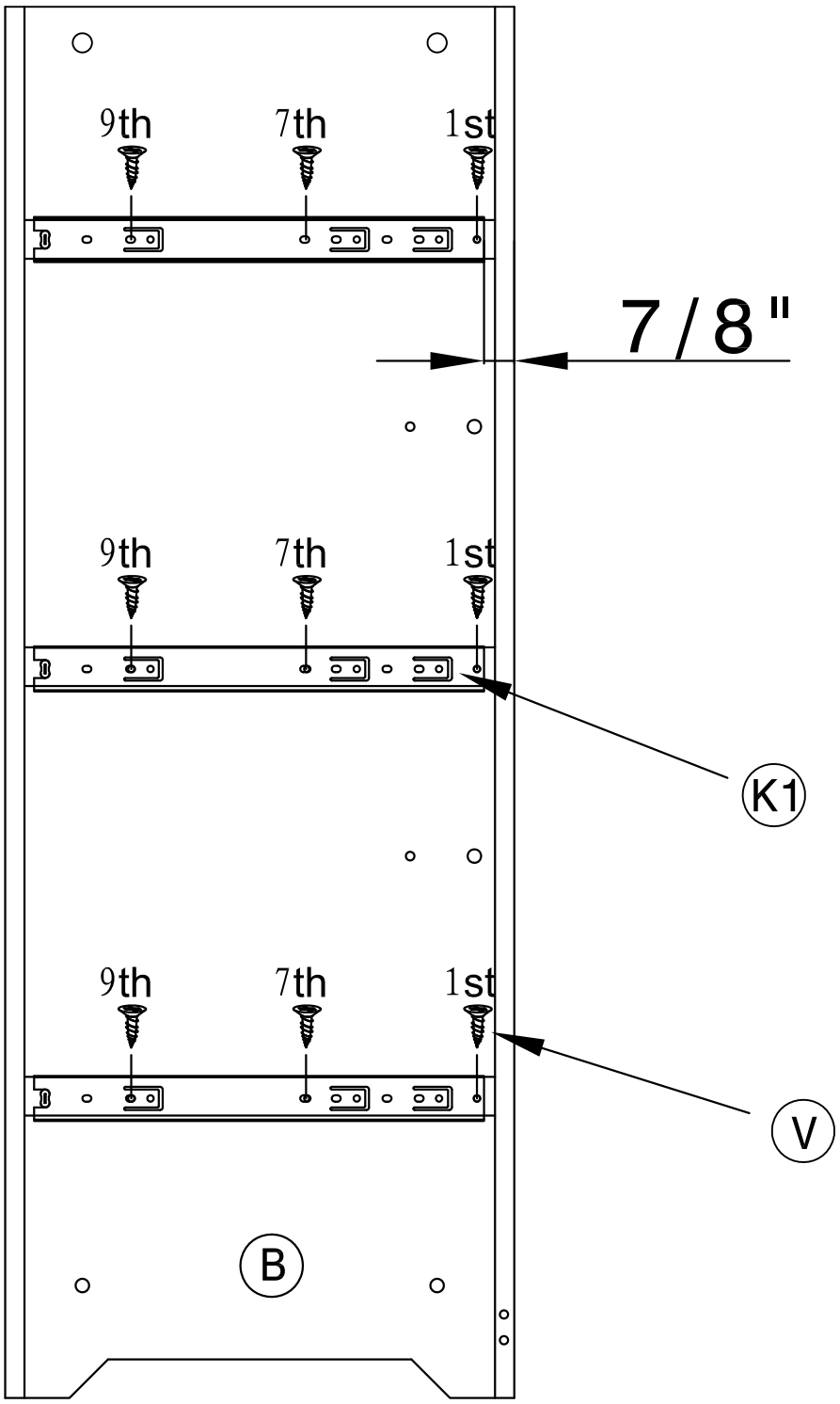
2). ASSEMBLE THE DRAWER.

- ATTACH INNER SLIDE(W) TO DRAWER PANEL SIDE(I/J) USING 6 SCREWS(V).



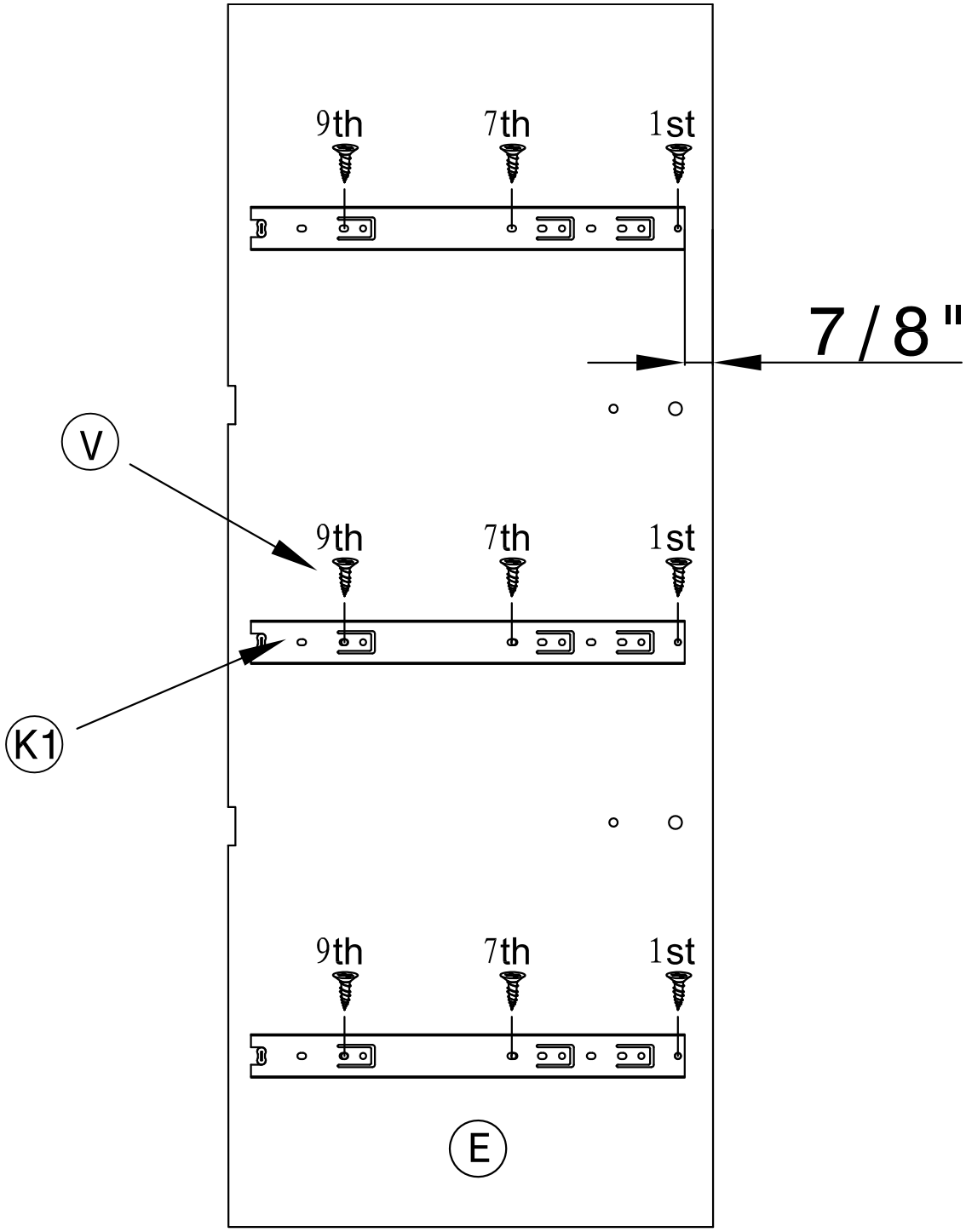
3). ASSEMBLE THE OUTER SLIDES(K1).

- ATTACH 3 OUTER SLIDES(K1) TO LEFT SIDE PANEL(C) USING 9 SCREWS(V).



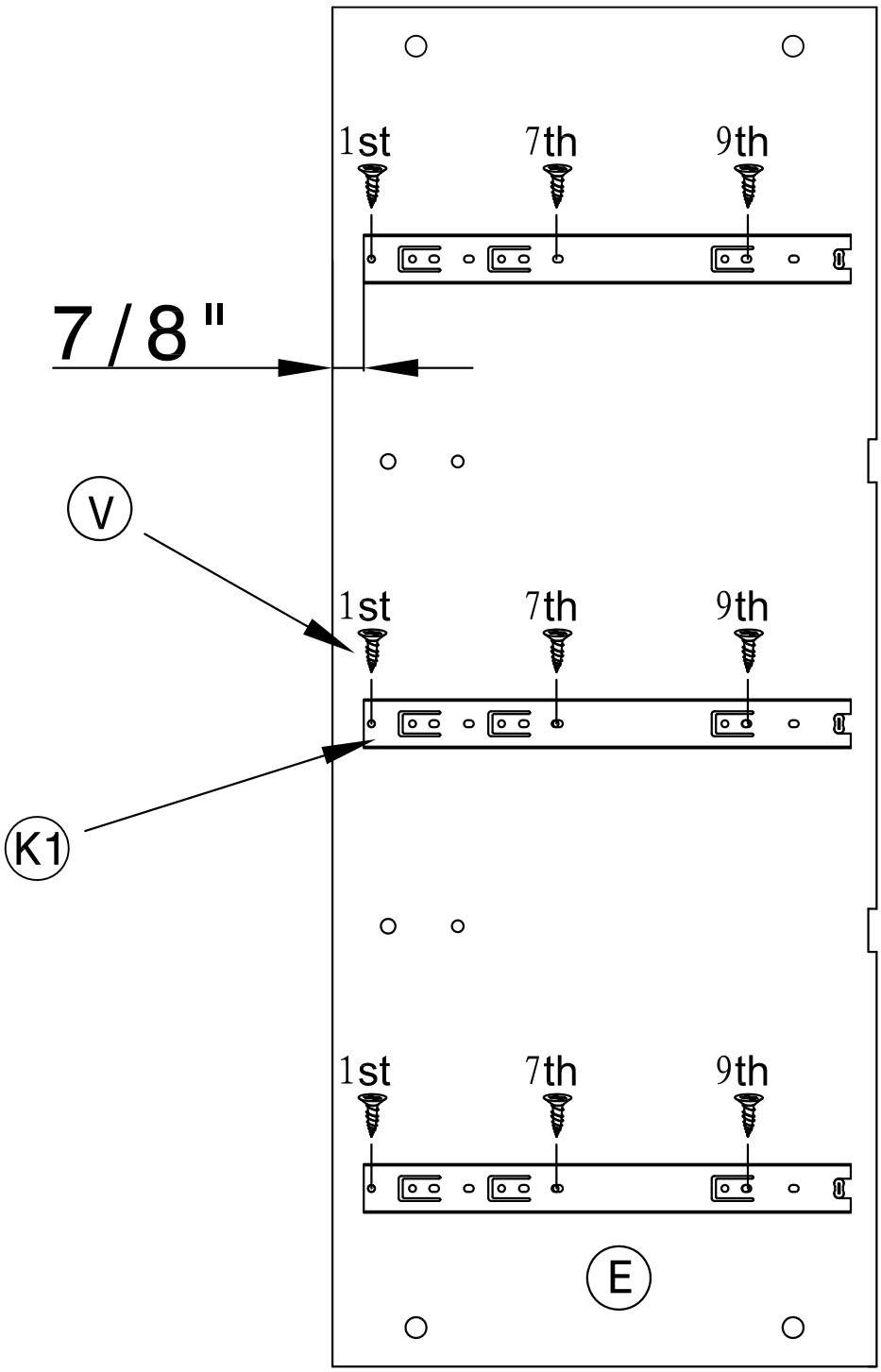
4). ASSEMBLE THE OUTER SLIDES(K1).

- ATTACH 3 OUTER SLIDES(K1) TO RIGHT SIDE PANEL(B) USING 9 SCREWS(V).



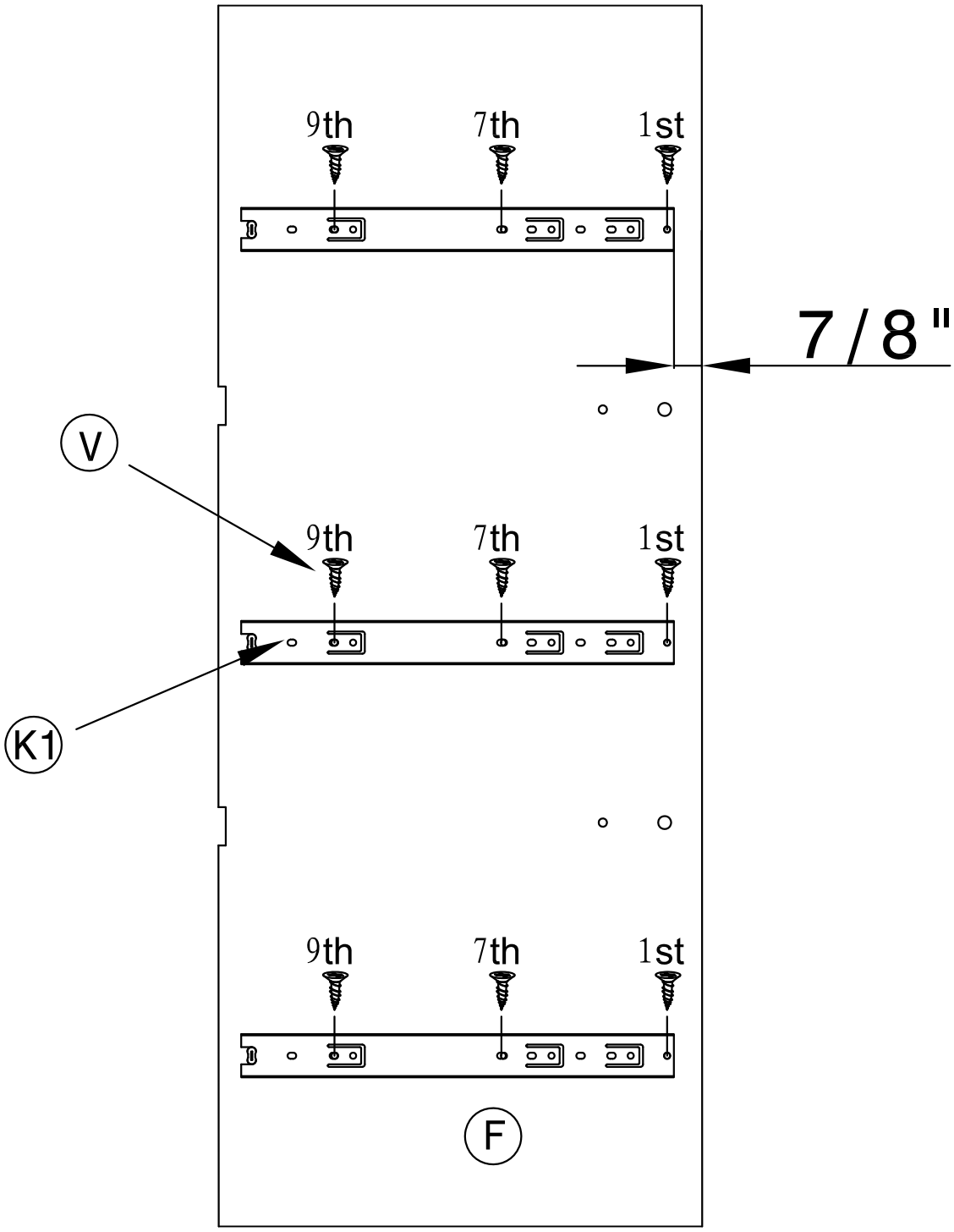
5). ASSEMBLE THE OUTER SLIDES(K1).

- ATTACH 3 OUTER SLIDES(K1) TO LEFT STAND PANEL(E) USING 9 SCREWS(V).



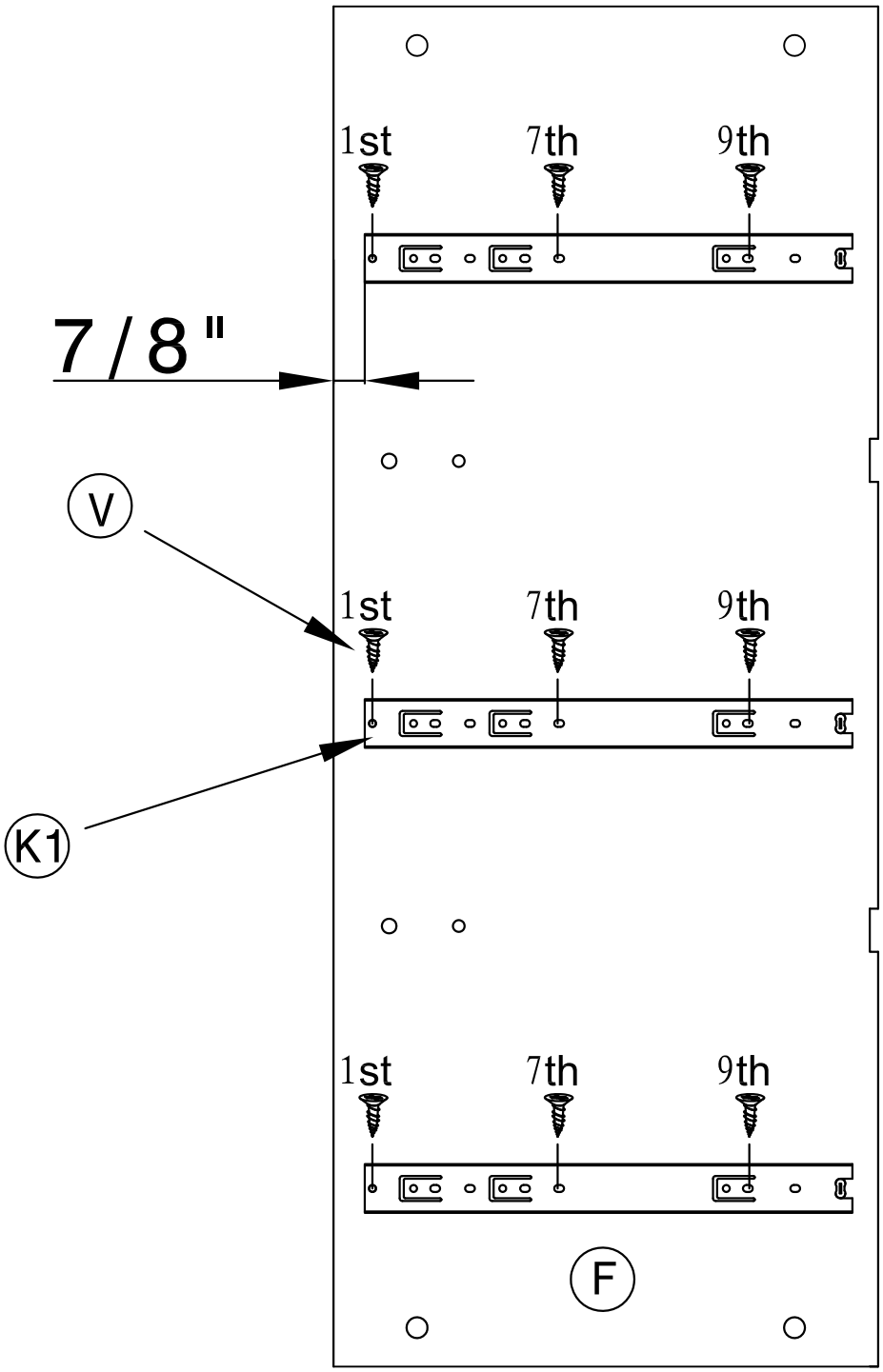
6). ASSEMBLE THE OUTER SLIDES(K1).

- ATTACH 3 OUTER SLIDES(K1) TO LEFT STAND PANEL(E) USING 9 SCREWS(V).



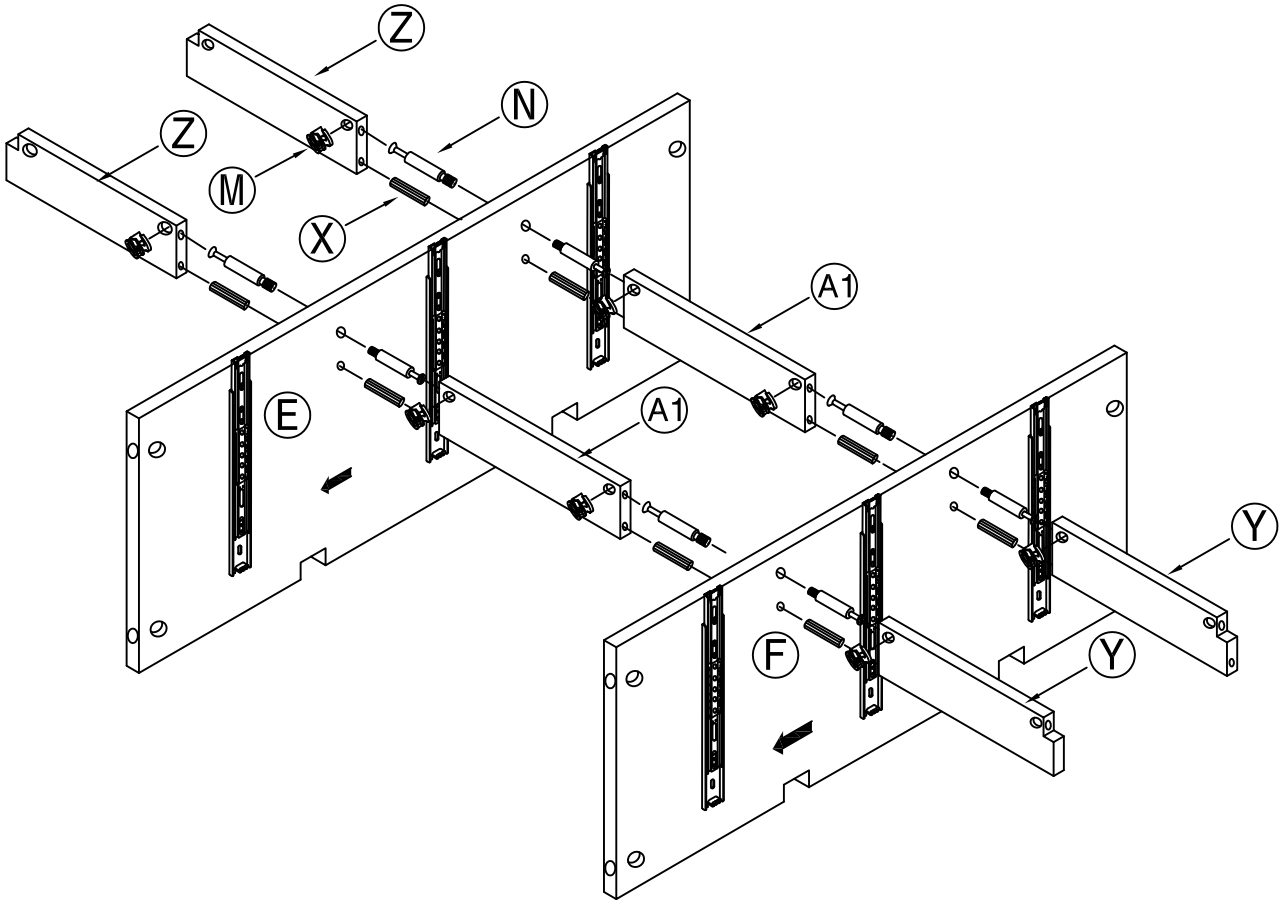
7). ASSEMBLE THE OUTER SLIDES(K1).

- ATTACH 3 OUTER SLIDES(K1) TO RIGHT STAND PANEL(F) USING 9 SCREWS(V).



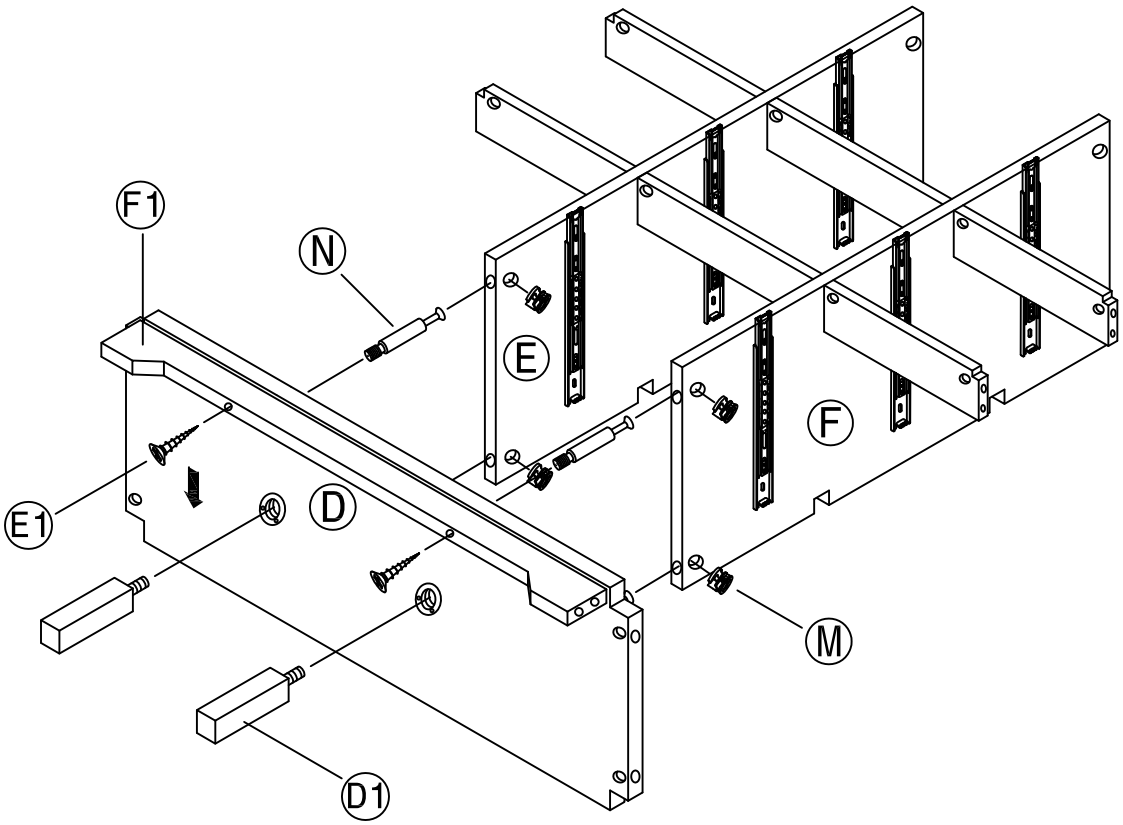
8). ASSEMBLE THE OUTER SLIDES(K1).

- ATTACH 3 OUTER SLIDES(K1) TO RIGHT STAND PANEL(F) USING 9 SCREWS(V).



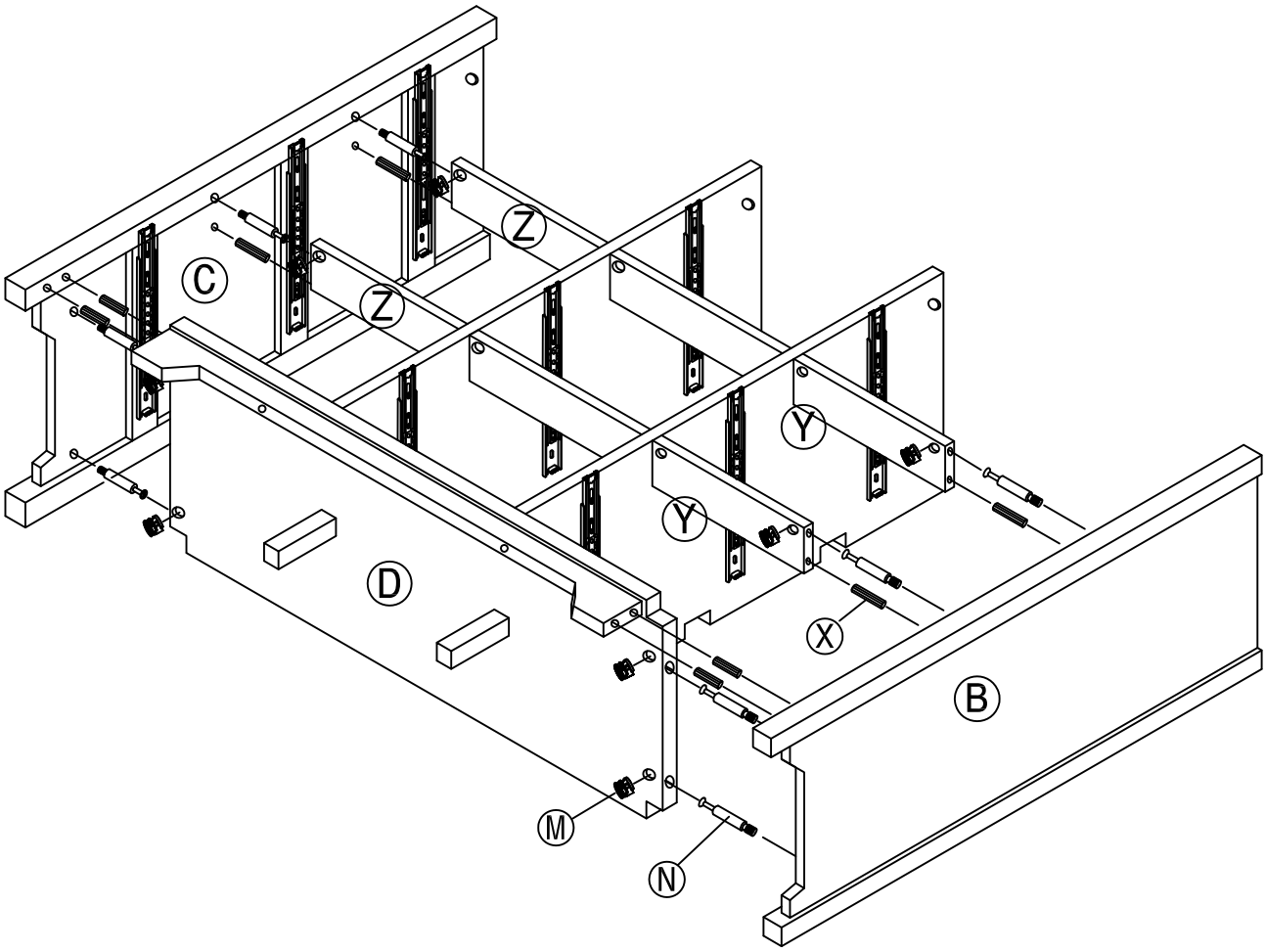
9). ASSEMBLE STAND PANEL(E/F).

- INSERT THE 8 DOWELS(X) INTO THE HOELS IN THE ACROSS PANEL(Z/A1/Y)
- ROTATE THE 8 CAM-BOLTS(N) INTO THE HOLES IN THE STAND PANEL(E/F).
- PLACE CAM-BOLTS(N) INTO THE HOLES IN THE PANEL(Y/Z/A1) AND ATTACH USING 8 CAM-LOCKS(M).



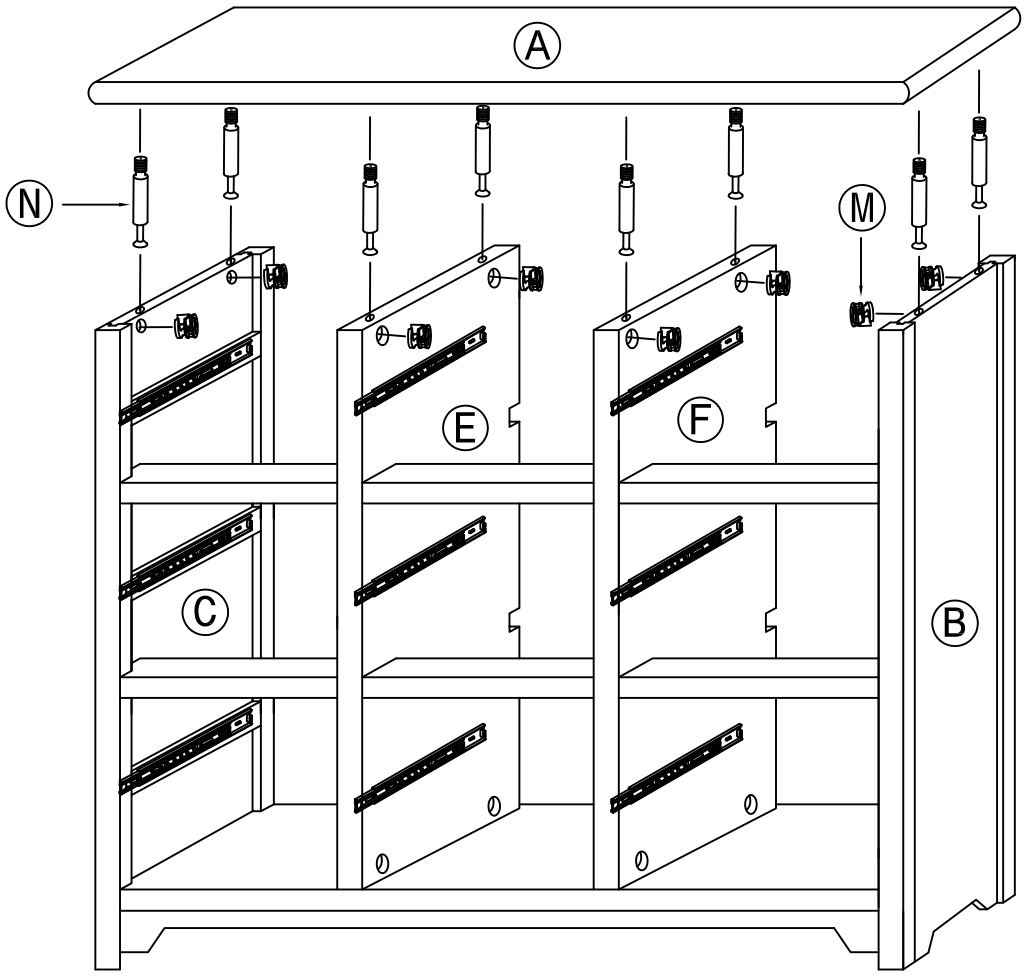
10). ASSEMBLE BOTTOM PANEL(D).

- ATTACH THE LOW PANEL(F1) TO BOTTOM PANEL(D) USING 2 SCREWS(E1).
- ROTATE THE 4 CAM-BOLTS(N) INTO THE HOLES IN THE BOTTOM PANEL(D).
- PLACE CAM-BOLTS(N) INTO THE HOLE IN THE STAND PANEL(E/F) AND ATTACH USING 4 CAM-LOCKS(M).
- FINALLY, ROTATE THE 2 FEET(D1) INTO THE HOLES IN THE BOTTOM PANEL(D).



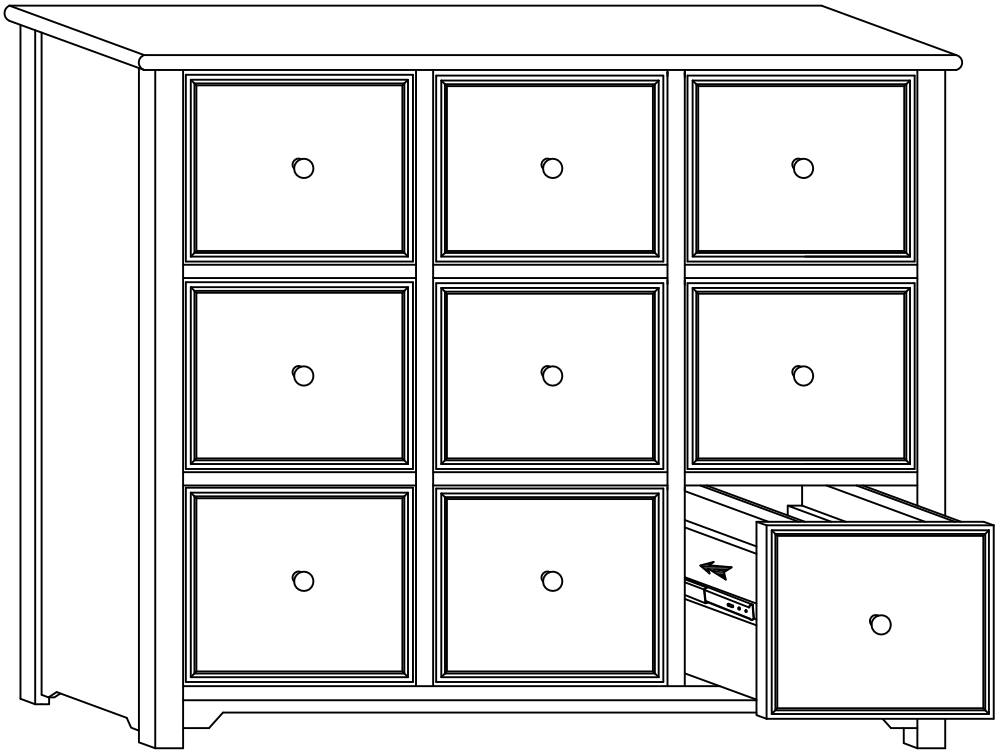
11). ASSEMBLE SIDE PANEL(B/C).

- INSERT THE 8 DOWELS(X) IN DESIGNATED HOLES IN ACROSS PANEL(Y/Z) AND PANEL(F1).
- ROTATE THE 8 CAM-BOLTS(N) INTO THE HOLES IN THE SIDE PANEL(B/C).
- PLACE CAM-BOLTS(N) INTO THE HOLES IN THE PANEL(Y/Z/D) AND ATTACH USING 8 CAM-LOCKS(M).



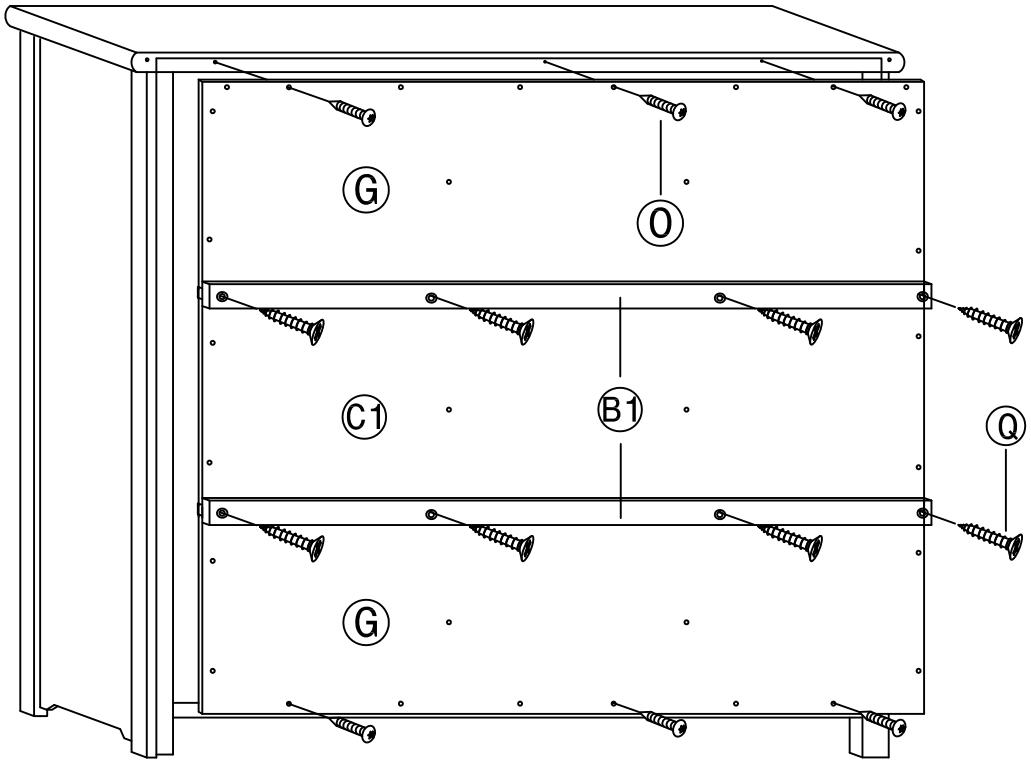
12).ASSEMBLE TOP PANEL(A).

- ROTATE THE 8 CAM-BOLTS(N) INTO THE HOLES IN THE TOP PANEL PANEL(A).
- PLACE CAM-BOLTS(N) INTO THE HOLES IN THE PANEL(B/C/E/F) AND ATTACH USING 8 CAM-LOCKS(M).



13). ASSEMBLE THE DRAWER.

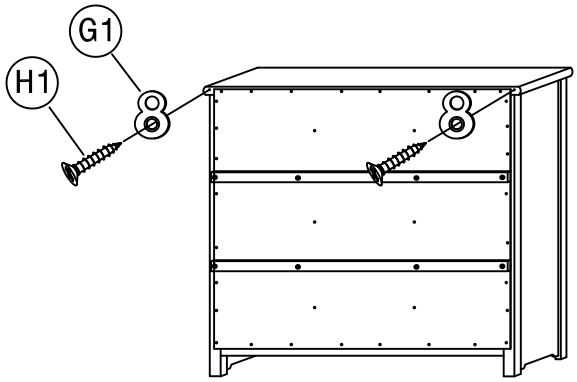
- SLIDE THE DRAWER INNER SLIDES INTO OUTER SLIDES.



14). ASSEMBLE THE BACK PANEL(G/C1).

- INSERT THE BACK PANEL(G/C1) INTO THE SLOTS IN THE REAR PANEL GUIDE(B1).
- ATTACH BACK PANEL(G/C1) AND REAR PANEL GUIDE(B1) USING SCREWS(O/Q).

I ● ATTACH 2 HOOKS(G1) USING 2 SCREWS(H1) IN THE PREDRILLED HOLES OF REAR TOP PANEL.



II ● DRILL TWO HOLES INTO WALL, PLEASE REFER TO TOP PANEL'S HOLE DISTANCE AND HEIGHT.

● PUT 2 GECKOS(I1) INTO HOLES IN THE WALL AND ROTATE 2 SCREWS(J1) INTO GECKOS(I1).